



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Mitt Romney, Governor ♦ Kerry Healey, Lt. Governor ♦ Jane Wallis Gumble, Director

Public Housing Notice 2003-01

MEMORANDUM

TO: All Local Housing Authority Executive Directors and Fee Accountants

FROM: Marc A. Slotnick, Associate Director for Public Housing and Rental Assistance
Carole E. Collins, Director, Bureau of Asset Management
Wayde Porrovecchio, Director, Bureau of Housing Finance

RE: Annual Operating Budget Submission

DATE: January 21, 2003

The late approval by the Legislature of the FY03 operating subsidy appropriation resulted in DHCD permitting LHA budget submissions for LHAs with fiscal years ending June '03 and September '03 to be delayed.

However, now that the DHCD website for LHA budget submissions is fully operational, all budgets are required to be submitted in accordance with the budget guidelines, at least 30 days *prior* to the beginning of the fiscal year so that the LHA and DHCD can use it as a *planning tool*. DHCD will review and take action on all budgets before the commencement of the Fiscal Year. Therefore, March 31, 2004, year end budgets must be submitted by computer by Friday, February 28, 2003. Executed certification must reach DHCD by March 15, 2003.

Due to the severe fiscal crisis now facing the Commonwealth and the expectation that this situation will take some time to improve, it is imperative that all LHAs with fiscal years ending in June, September and December submit their proposed operating budgets for all state-aided programs no later than Friday, February 7, 2003. As the state prepares for its FY 2004 spending plan, we need to have current and complete financial information readily available to balance program needs against available state resources.

Please take whatever steps are necessary to insure that your Authority meets these submission deadlines, including holding special board meetings if necessary. LHAs are reminded to be sure to follow up their electronic budget submissions with the required hard copy of a completed certification form within 10 days. Budgets cannot be approved without the appropriate local certification. During the 30 day review period, the Department will make the processing of these proposed budgets the top priority of both the Asset Management and Housing Finance Bureaus in order to expedite the approval of all budgets. If you have any questions on the submission of your proposed budgets, please contact your asset management specialist.